

QUICK GUIDE TO THE FEDERAL MOTOR VEHICLE REGISTRATION SYSTEM (FMVRS)



<https://fmvrs.fas.gsa.gov/>

Select “**Continue**” to log-in

This Guide covers the **basic** functions of FMVRS:

- First time Log-In
- Add a New Vehicle
- Manually adding a Trailer (or older vehicle)
- Change Status of Plate to Lost/Missing
- Change Status of Vehicle to Missing or Sold
- MASS Point of Contact Changes
- Confirm Receipt of License Plate Order
- Reports

For Details of using FMVRS – refer to the **FMVRS User Guide** located at the bottom of the FMVRS Main Menu after logging in

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Log In

FMVRS-Login - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrsmmenu/

File Edit View Favorites Tools Help

Favorites Best of the Web Channel Guide Internet Start Microsoft Microsoft Suggested Sites

FMVRS-Login

FMVRS.FAS.GSA.gov
The Official Government Site to
Register Federal Vehicles

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GSA Fleet
General Services Administration

About FMVRS Contact Us Privacy and Security

Federal Motor Vehicle Registration System(FMVRS)

User ID: Password (case sensitive): Sign In

Please Enter your User Id & Password

not Password?

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Log in is case sensitive –

Your USER ID is always UPPERCASE

As a first time users, you will have to change your temporary password and update your contact information.

Follow the prompts to establish your new password.

User Contact Information

VRSPWCHG-My Account - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrsmmenu/

File Edit View Favorites Tools Help

VRSPWCHG-My Account

Enter details and click 'Submit' to change details.

Contact information

International Address?: ☐

User ID: 1205BRU

City: WASHINGTON *

State: District of Columbia

Country: UNITED STATES

Zip Code: 20250 *

International Zip: *

Phone: 202 720 2359 *

International Phone: *

Email Id: CHERYL.BRUMBACK@ARS.USDA.GOV *

First Name: Cheryl *

Middle Initial: *

Last Name: Brumback *

Address1: 1280 MARYLAND AVENUE *

Address2: *

Address3: *

Address4: *

Security information

Secret question: *

Secret answer: *

Old Password: *

New Password: *

Confirm New Password: *

* = Required

Submit

Done

Internet | Protected Mode: Off

150%

System Will Direct All First Time Users To The Contact Information

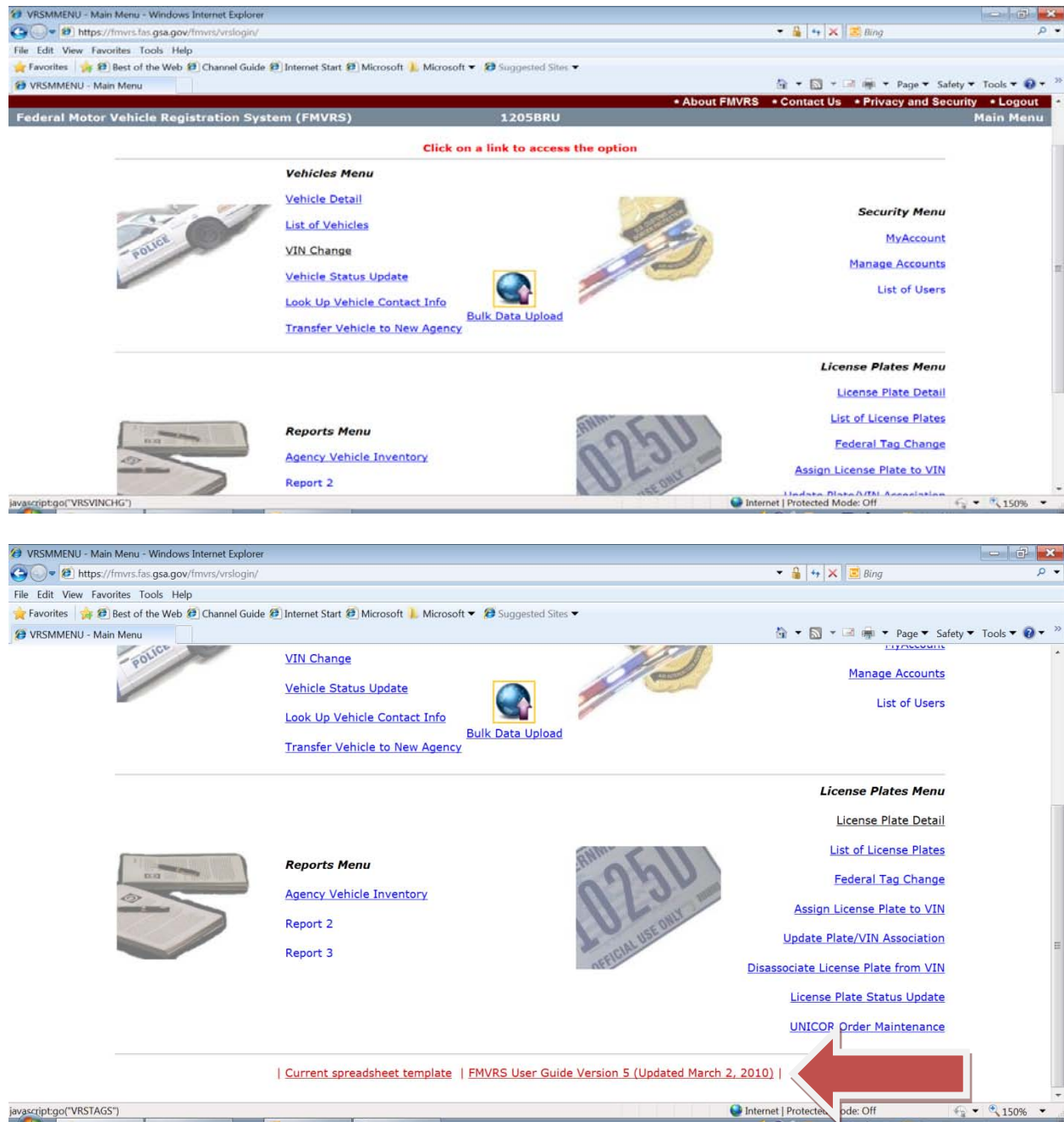
Required Fields noted with *

Update address, phone, and email

Update Security information with your own secret question and answer. Establish a new password:

- 8 characters,
- no spaces,
- first & last character cannot be numeric,
- at least 1 special character, 1 number and 1 ltr,
- cannot re-use,
- cannot be your user id, and
- no 3 consecutive characters from previous password.

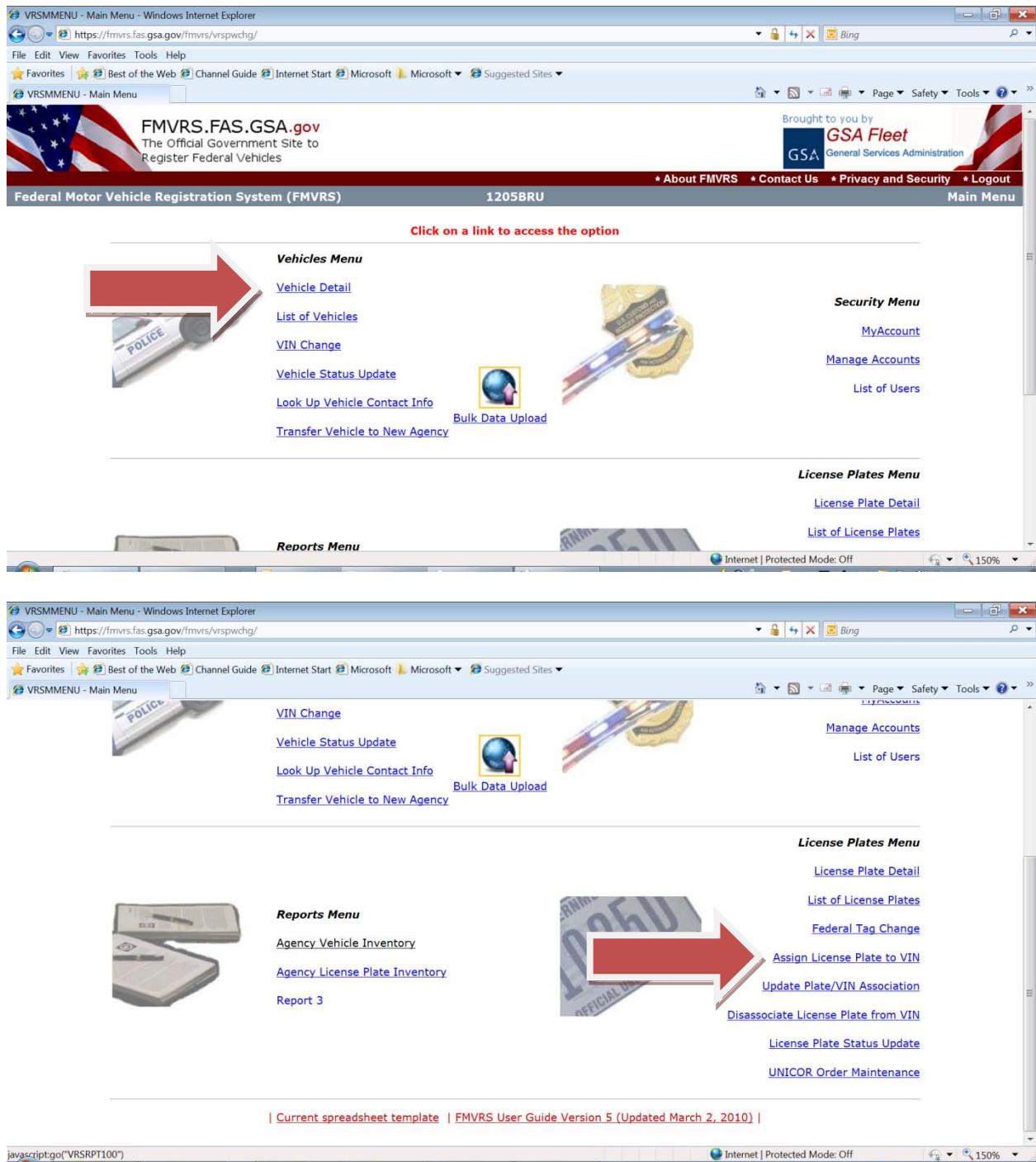
Main Menu



There are 4 Menus: Vehicle Menu, Security Menu, Reports Menu, License Plate Menu

Notice User Guide – I recommend printing a copy and keep as your reference

Update A New Vehicle To FMVRS



Auto Choice populates the FMVRS with a shell record when a vendor ships a new vehicle to the Agency. There are **2 Methods to Add a Vehicle** (1) **Vehicle Detail** (Search by VIN), or (2) **Assign License Plate to VIN**

Vehicle Detail – Update New Vehicle

VRSVEHICLE-Vehicle Maintenance - Windows Internet Explorer
https://fmvrs.fas.gsa.gov/fmvrs/vrsvehicle/

File Edit View Favorites Tools Help

VRSVEHICLE-Vehicle Maintena...

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FMVRS.FAS.GSA.gov
The Official Government Site to
Register Federal Vehicles

Federal Motor Vehicle Registration System (FMVRS) 1205BRU **Vehicle Detail**

Tag: **Search Tag** VIN: 1fmcu49359kd10440 **Search VIN** **Add**

To FIND a record, search on TAG or VIN
To INSERT a NEW record, enter data and click ADD.

Vehicle information

Agency: 12 - Department of Agriculture *
VIN: *
Federal Tag: New Tag?: ☐
Make: *
Model Year: *
Fuel Type: -Select- *
Override VIN check: No
Commercially-leased: No

Bureau: 05 - Agricultural Research Service *
Equip: Number:
Additional Tag:
Model: *
Color: -Select- *
Vehicle Status: -Select- * [Click for list of all statuses](#)
Fast Reported: Yes

Customer contact information

Internet | Protected Mode: Off 150%

Insert the VIN and select “Search VIN”

The screenshot shows the FMVRS.FAS.GSA.gov website in Internet Explorer. The page title is "VRSVEHICLE-Vehicle Maintenance - Windows Internet Explorer". The address bar shows "https://fmvrs.fas.gsa.gov/fmvrs/vrsvehicle/". The page header includes the GSA logo and "GSA Fleet General Services Administration". The main navigation bar contains links: "Main Menu", "About FMVRS", "Contact Us", "Privacy and Security", and "Logout". The page content is titled "Federal Motor Vehicle Registration System (FMVRS)" and "Vehicle Detail". It displays the VIN "1205BRU" and "1FTYR14DX9PA68483". A red message states: "Make changes and click 'Modify' to update." The "Vehicle information" section includes fields for Agency (12 - Department of Agriculture), VIN (1FTYR14DX9PA68483), Federal Tag, Make (FORD), Model Year (2009), Fuel Type (-Select-), Override VIN check (No), Commercially-leased (No), Bureau (05 - Agricultural Research Service), Equip: Number, Additional Tag, Model (RANGER), Color (-Select-), Vehicle Status (AC-Active), and Fast Reported (Yes). The "Customer contact information" section has a checkbox for "Transfer POC information from previous record".

System Displays Information Received From Auto Choice

Assign the

- **TAG**,
- **FUEL TYPE** (drop down menu), and
- **COLOR** (drop down menu)

Scroll to Contact Information

Update Contact Information

Fuel Type: -Select- Vehicle Status: -Select-
Override VIN check: No Fast Reported: Yes
Commercially-leased: No

Customer contact information

☐ Transfer POC information from previous record

Primary (Garage Address) Contact

International Address?: ☐

Name: *

Garage Address1: *

Garage Address2: *

Garage Address3: *

Garage Address4: *

Garage City: *

Garage State: -Select one -

Garage Country: UNITED STATES

Garage Zip: *

Phone: *

Alt Phone: *

Email address: *

Secondary Contact

International Address?: ☐

Name: *

Address1: *

Address2: *

Address3: *

Address4: *

City: *

State: -Select one -

Country: UNITED STATES

Zip: *

Phone: *

Alt Phone: *

Email address: *

* = Required

Add **Clear Screen**

Use the APO as the Primary Contact and the APMO as the Secondary Contact


ADDRESS 1: Enter official mailing address

ADDRESS 2: Enter USDA ARS Name of Area

It is your discretion to enter specific location/lab information in Address 3 & 4. Fields not required

After completing all required fields - select "ADD"

You do not have to clear the screen after each entry – you can go back to the top and enter a new VIN.

 Note the "Transfer POC for Previous Record" Button. After updating your first record, when update additional records select this button and it will pull the Contact information to the new record. You will only have to update the APO information.

VRSVEHICLE-Vehicle Maintenance - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrsvehicle/

File Edit View Favorites Tools Help

VRSVEHICLE-Vehicle Maintena...

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Main Menu About FMVRS Contact Us Privacy and Security Logout

Federal Motor Vehicle Registration System (FMVRS) 1205BRU Vehicle Detail

Tag: [] Search Tag VIN: 1FTYR14D59PA68469 Search VIN Modify

Vehicle record modified.
Bureau changed for Vehicle and Tag.

Vehicle information

Agency: 12 - Department of Agriculture *
VIN: 1FTYR14D59PA68469 *
Federal Tag: A353035 New Tag?: ☐
Make: FORD *
Model Year: 2009 *
Fuel Type: Gasoline Dedicated *
Override VIN check: No
Commercially-leased: No

Bureau: 05 - Agricultural Research Service *
Equip. Number:
Additional Tag:
Model: RANGER *
Color: Silver *
Vehicle Status: AC-Active Click for list of all statuses
Fast Reported: Yes

Customer contact information

Transfer POC information from previous record

Internet | Protected Mode: Off 150%

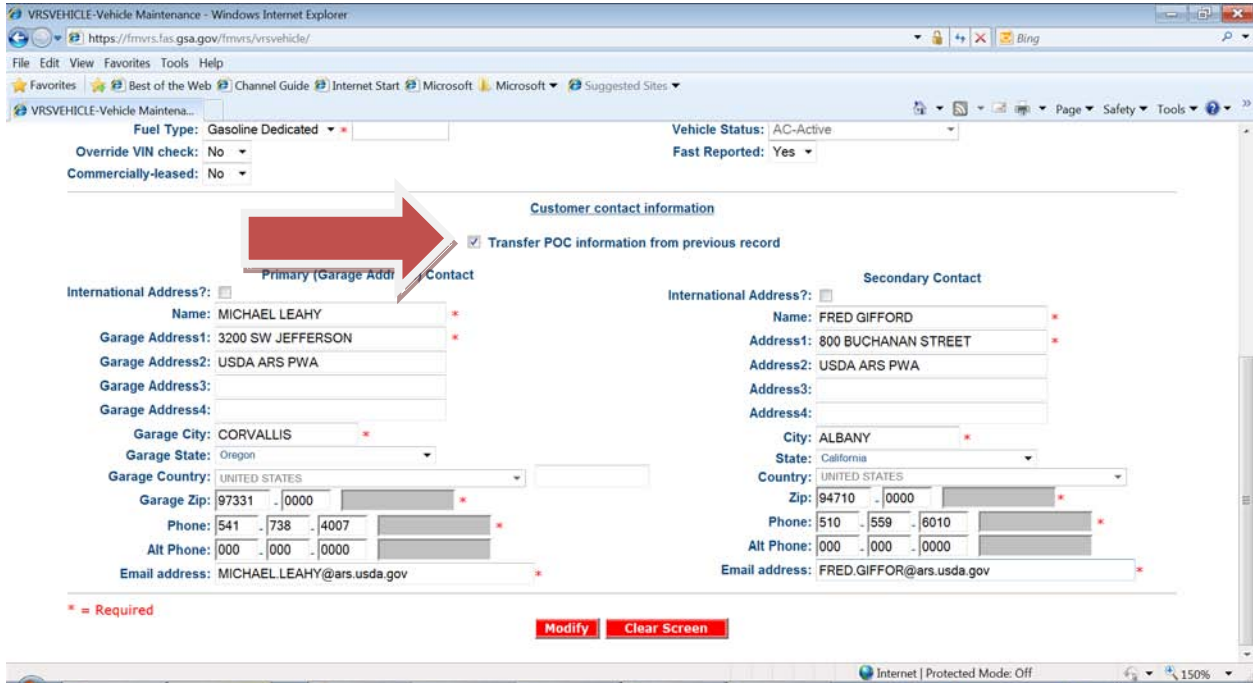
Record Successfully Added

When entering additional vehicles, you do not have to clear the screen after each entry – you can go enter a new VIN and Search.



Note the “Transfer POC for Previous Record” Button. After updating your first record, when update additional records select this button and it will pull the Contact information to the new record. You will only have to update the APO information.

Transfer POC Information from Previous Record



The screenshot shows a web browser window with the URL <https://fmvrs.fas.gsa.gov/fmvrs/vrsvehicle/>. The page title is "VRSVEHICLE-Vehicle Maintenance". The form includes the following fields and options:

- Fuel Type: Gasoline Dedicated
- Vehicle Status: AC-Active
- Override VIN check: No
- Fast Reported: Yes
- Commercially-leased: No
- ☒ Transfer POC information from previous record

The form is divided into two sections: Primary (Garage Address) and Secondary Contact. A red arrow points to the "Transfer POC information from previous record" checkbox.

Primary (Garage Address) Contact:

- International Address?: ☐
- Name: MICHAEL LEAHY
- Garage Address1: 3200 SW JEFFERSON
- Garage Address2: USDA ARS PWA
- Garage Address3:
- Garage Address4:
- Garage City: CORVALLIS
- Garage State: Oregon
- Garage Country: UNITED STATES
- Garage Zip: 97331 - 0000
- Phone: 541 - 738 - 4007
- Alt Phone: 000 - 000 - 0000
- Email address: MICHAEL.LEAHY@ars.usda.gov

Secondary Contact:

- International Address?: ☐
- Name: FRED GIFFORD
- Address1: 800 BUCHANAN STREET
- Address2: USDA ARS PWA
- Address3:
- Address4:
- City: ALBANY
- State: California
- Country: UNITED STATES
- Zip: 94710 - 0000
- Phone: 510 - 559 - 6010
- Alt Phone: 000 - 000 - 0000
- Email address: FRED.GIFFORD@ars.usda.gov

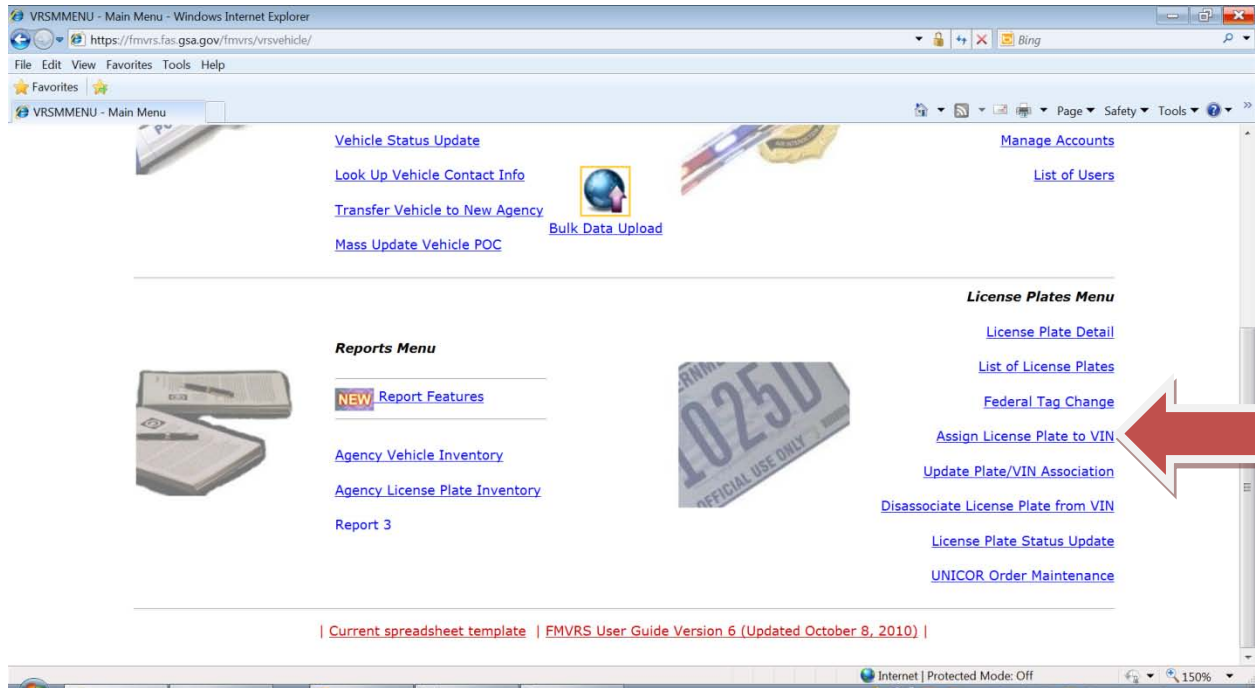
* = Required

Buttons: Modify, Clear Screen

When updating additional vehicles, after displaying the vehicle detail, select **“Transfer POC info from Previous Record”** – it will autopopulate the Primary and Secondary Contact Information.

You will only have to update the primary contact info, since your secondary information will be the same.

Assign License Plate To VIN – New Vehicle



Under License Plate Menu – select **Assign License Plate to VIN**

VRSTAGASGN-Assign License Plate to VIN - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrsmmenu/

File Edit View Favorites Tools Help

Favorites VRSTAGASGN-Assign License ...

Page Safety Tools

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General Services Administration

Main Menu About FMVRS Contact Us Privacy and Security Logout

Federal Motor Vehicle Registration System (FMVRS) 1205BRU **Assign License Plate to VIN**

VIN: 1fyr14d59pa68469 **Search VIN** Tag: **Search Tag**

Enter VIN to be assigned and click 'Search VIN'. Enter Tag to be assigned and click 'Search Tag'.

Agency	Bureau	Status	Expiration date	Select
--------	--------	--------	-----------------	--------

Vehicle Information				License Plate Information			
Agency:	Bureau:	Equipment #:	Tag:	Agency:	Bureau:	Exp date:	
VIN:		Additional Tag:	Order #:	Shipping #:			
Federal Tag:	Model:	Color:	Status:	Last update:			
Make:	Model Year:	Garage Zip:					
Fuel Type:	Override VIN check: No	Fast Reported:					
Status:							

[Go to Vehicle Detail](#) [Go to License Plate Detail](#)

Internet | Protected Mode: Off 150%

Enter VIN and Search

VRSTAGASGN-Assign License Plate to VIN - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrstagasgn/

File Edit View Favorites Tools Help

VRSTAGASGN-Assign License ...

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Federal Motor Vehicle Registration System (FMVRS) 1205BRU Assign License Plate to VIN

[Main Menu](#)
[About FMVRS](#)
[Contact Us](#)
[Privacy and Security](#)
[Logout](#)

VIN: 1FTYR14D59PA68469 [Search VIN](#)

Tag: [Search Tag](#)

Enter VIN to be assigned and click 'Search VIN'.

Enter Tag to be assigned and click 'Search Tag'.

Agency	Bureau	Status	Expiration date	Select
<div> <div> <h3>Vehicle Information</h3> <p>Agency: 12</p> <p>VIN: 1FTYR14D59PA68469</p> <p>Federal Tag: <input type="text"/></p> <p>Make: FORD</p> <p>Model Year: 2009</p> <p>Fuel Type: <input type="text"/></p> <p>Override VIN check: No</p> <p>Status: AC-Active</p> <p>Go to Vehicle Detail</p> </div> <div> <p>Bureau: 05</p> <p>Equipment #: <input type="text"/></p> <p>Additional Tag: <input type="text"/></p> <p>Model: RANGER</p> <p>Color: <input type="text"/></p> <p>Garage Zip: 00000-0000</p> <p>Fast Reported: <input type="text"/></p> </div> </div>				
<div> <div> <h3>License Plate Information</h3> <p>Agency: <input type="text"/></p> <p>Tag: <input type="text"/></p> <p>Order #: <input type="text"/></p> <p>Status: <input type="text"/></p> </div> <div> <p>Bureau: <input type="text"/></p> <p>Exp date: <input type="text"/></p> <p>Shipping #: <input type="text"/></p> <p>Last update: <input type="text"/></p> </div> </div> <p>Go to License Plate Detail</p>				

Done

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To update Contact Information select “Go to Vehicle Detail”

VRSVEHICLE-Vehicle Maintenance - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrstagsgn/

File Edit View Favorites Tools Help

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Federal Motor Vehicle Registration System (FMVRS) 1205BRU Vehicle Detail

Tag: Search Tag VIN: 1FTYR14D59PA68469 Search VIN Modify

Make changes and click 'Modify' to update.

Vehicle information

Agency: 12 - Department of Agriculture *
VIN: 1FTYR14D59PA68469 *
Federal Tag: New Tag?: ☐
Make: FORD *
Model Year: 2009 *
Fuel Type: -Select- *
Override VIN check: No
Commercially-leased: No

Bureau: 05 - Agricultural Research Service *
Equip. Number:
Additional Tag:
Model: RANGER *
Color: -Select- *
Vehicle Status: AC-Active [Click for list of all statuses](#)
Fast Reported: Yes

Customer contact information

☐ Transfer POC information from previous record

Done Internet | Protected Mode: Off 150%

Complete Remaining Required Fields and Customer Contact Information

Remember to use the APO name and address as the Primary Contact and the APMO as the Secondary Contact.

Select **Modify**.

VRSVEHICLE-Vehicle Maintenance - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrsvehicle/

File Edit View Favorites Tools Help

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Register Federal Vehicles

Federal Motor Vehicle Registration System (FMVRS) 1205BRU **Vehicle Detail**

Tag: **Search Tag** VIN: 1FTYR14D59PA68469 **Search VIN** **Modify**

Vehicle record modified.
Bureau changed for Vehicle and Tag.

Vehicle information

Agency: 12 - Department of Agriculture *	Bureau: 05 - Agricultural Research Service *
VIN: 1FTYR14D59PA68469 *	Equip: Number: <input type="text"/>
Federal Tag: A353035 New Tag?: <input type="checkbox"/>	Additional Tag: <input type="text"/>
Make: FORD *	Model: RANGER *
Model Year: 2009 *	Color: Silver *
Fuel Type: Gasoline Dedicated *	Vehicle Status: AC-Active Click for list of all statuses
Override VIN check: No	Fast Reported: Yes
Commercially-leased: No	

Customer contact information

Transfer POC information from previous record

Internet | Protected Mode: Off 150%

Record Successfully Added

Assign VIN/Assign Tag

VRSTAGASN-Assign License Plate to VIN - Windows Internet Explorer
https://fmvrs.fas.gsa.gov/fmvrs/vrstagasn/

File Edit View Favorites Tools Help

VRSTAGASN-Assign License ...

Federal Motor Vehicle Registration System (FMVRS) 1205BRU Assign License Plate to VIN

VIN: Search VIN Tag: A353035 Search Tag

Enter VIN to be assigned and click 'Search VIN'.

Agency	Bureau	Status	Expiration date	Select
12	05	AT	02/2018	<input type="radio"/>

Vehicle Information

Agency: Bureau:

VIN: Equipment #:

Federal Tag: Additional Tag:

Make: Model:

Model Year: Color:

Fuel Type: Garage Zip:

Override VIN check: No

Status:

Fast Reported:

[Go to Vehicle Detail](#)

License Plate Information

Agency: 12 Bureau: 05

Tag: A353035 Exp date: 02/2018

Order #: 45072209 Shipping #:

Status: AT Tag attached to a vehicle Last update: 08/24/2009

[Go to License Plate Detail](#)

Clear Screen

Internet | Protected Mode: Off 150%

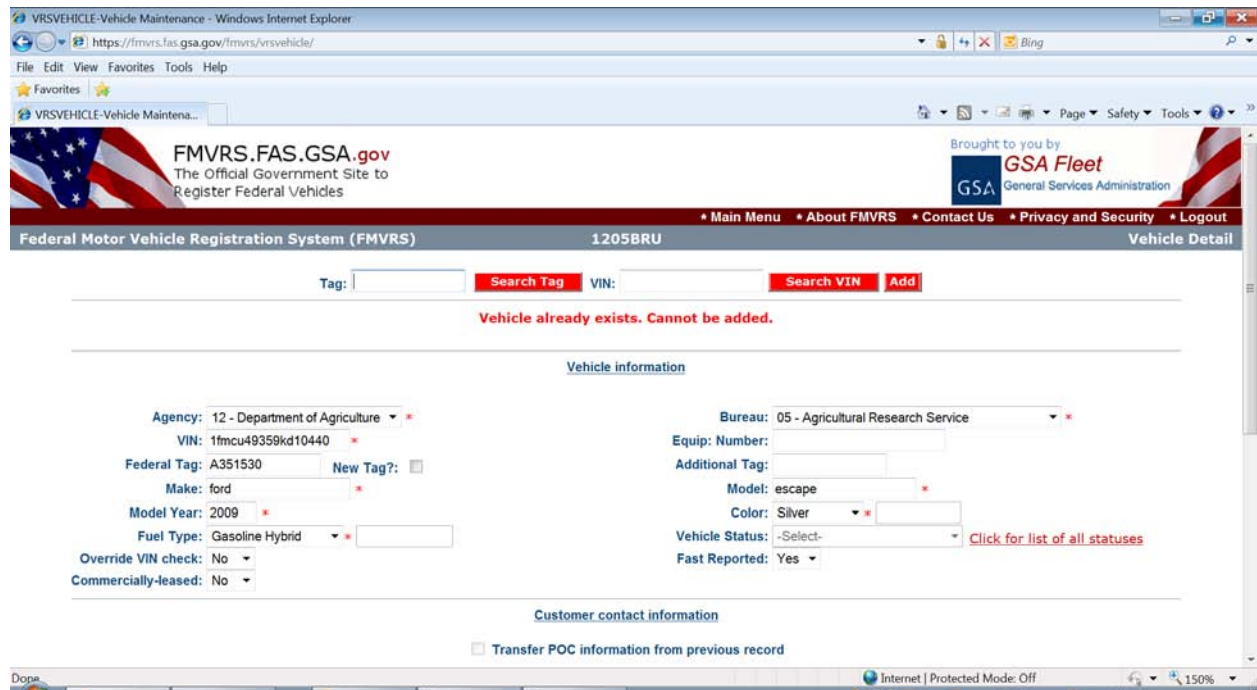
I Do Not Have An Example For This but you could have updated the Contact Information then selected “Assign VIN to Plate on the lower right corner. This takes you back to the Assign Plate to VIN screen.

Then Enter the Tag, Select

Then it would have pulled the two screens together and you could have selected the “Assign VIN and Tag”.

Refer to the User Guide for screen prints

Error – Vehicle Already Exists



VRSVEHICLE-Vehicle Maintenance - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrsvehicle/

File Edit View Favorites Tools Help

VRSVEHICLE-Vehicle Maintenance

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Federal Motor Vehicle Registration System (FMVRS) 1205BRU Vehicle Detail

Tag: Search Tag VIN: Search VIN Add

Vehicle already exists. Cannot be added.

Vehicle information

Agency: 12 - Department of Agriculture *
VIN: 1fmcu49359kd10440 *
Federal Tag: A351530 New Tag?: ☐
Make: ford *
Model Year: 2009 *
Fuel Type: Gasoline Hybrid *
Override VIN check: No
Commercially-leased: No

Bureau: 05 - Agricultural Research Service *
Equip. Number:
Additional Tag:
Model: escape *
Color: Silver *
Vehicle Status: -Select- [Click for list of all statuses](#)
Fast Reported: Yes

Customer contact information

☐ Transfer POC information from previous record

Done Internet | Protected Mode: Off 150%

FMVRS performs system edits on Tag and VIN. If you try to update a vehicle and the Tag and VIN are already in the system, you will receive the following error message

Vehicle already Exists – Cannot be Added

Manually Updating a Trailer



Use Vehicle Detail To Manually Add Trailers Or Older Vehicles That Did Not Get In The System

VRSVEHICLE-Vehicle Maintenance - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrsvehicle/

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Federal Motor Vehicle Registration System (FMVRS) 1205BRU Vehicle Detail

Tag: Search Tag VIN: Search VIN Add

Tag not found

Vehicle information

Agency: 12 - Department of Agriculture
VIN:
Federal Tag: New Tag?: ☐
Make:
Model Year:
Fuel Type: -Select-
Override VIN check: No
Commercially-leased: No

Bureau: 05 - Agricultural Research Service
Equip: Number:
Additional Tag:
Model:
Color: -Select-
Vehicle Status: -Select-
Fast Reported: Yes

Customer contact information

☐ Transfer POC information from previous record

To manually add a Trailer or older vehicle that did not get added originally - Enter the Tag Number and Search. If the tag is in the system, update information as appropriate.

If the tag is not in the system, you will see the message **“Tag Not Found”**. Proceed

VRSVEHICLE-Vehicle Maintenance - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrsvehicle/

File Edit View Favorites Tools Help

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Main Menu About FMVRS Contact Us Privacy and Security Logout

Federal Motor Vehicle Registration System (FMVRS) 1205BRU Vehicle Detail

Tag: Search Tag VIN: Search VIN Add

Tag not found

Vehicle information

Agency: 12 - Department of Agriculture
VIN: 34567123
Federal Tag: A353637 New Tag?: ☐
Make: DUE LIFT
Model Year: 1999
Fuel Type: Non-Fueled
Override VIN check: No
Commercially-leased: No

Bureau: 05 - Agricultural Research Service
Equip: Number:
Additional Tag:
Model: DL2416
Color: Gray
Vehicle Status: -Select- Click for list of all statuses
Fast Reported: No

Customer contact information

☐ Transfer POC information from previous rec

http://www.gsa.gov/gsa/fleet Internet | Protected Mode: Off 150%

Update required information. VIN, Make, Model Year, Model, and Color are required fields.

New Tag: if this is a older tag select new tag – (this refers to whether the tag is in the FMVRS inventory system, not that it is a new style tag)

VIN: If there is no VIN/Serial Number - Use the tag number. VIN is a unique field

Fuel Type: Non-Fueled

FAST Reported: Change to No

Override VIN Check: Change to YES

Scroll down to complete the CONTACT INFORMATION

Contact Information

VRSVEHICLE-Vehicle Maintenance - Windows Internet Explorer
https://fmvrs.fas.gsa.gov/fmvrs/vrsvehicle/

Fuel Type: -Select-
Vehicle Status: -Select-
Override VIN check: No
Fast Reported: Yes
Commercially-leased: No

Customer contact information

☐ Transfer POC information from previous record

Primary (Garage Address) Contact

International Address?: ☐
Name: *
Garage Address1: *
Garage Address2:
Garage Address3:
Garage Address4:
Garage City: *
Garage State: -Select one -
Garage Country: UNITED STATES
Garage Zip: *
Phone: *
Alt Phone: *
Email address: *

Secondary Contact

International Address?: ☐
Name: *
Address1: *
Address2:
Address3:
Address4:
City: *
State: -Select one -
Country: UNITED STATES
Zip: *
Phone: *
Alt Phone: *
Email address: *

* = Required

Add Clear Screen

For consistency, use the APO as the Primary and the APMO as the Secondary

ADDRESS 1: Enter official mailing address

ADDRESS 2: Enter USDA ARS Name of Area

(It is your discretion to enter specific location/lab information in Address 3 & 4) not required

After completing all required fields - click on “ADD”

You do not have to clear the screen after each entry – you can go back to the top and enter a new tag number.

Error - Tag Does Not Yet Exist

The screenshot shows the FMVRS (Federal Motor Vehicle Registration System) website in Internet Explorer. The page title is "VRSVEHICLE-Vehicle Maintenance". The URL is "https://fmvrs.fas.gsa.gov/fmvrs/vrsvehicle/". The page header includes the FMVRS logo and the text "The Official Government Site to Register Federal Vehicles". The main navigation bar includes links for "Main Menu", "About FMVRS", "Contact Us", "Privacy and Security", and "Logout". The page is titled "Federal Motor Vehicle Registration System (FMVRS) 1205BRU Vehicle Detail".

The error message is displayed in red text:

Tag does not yet exist. Check the 'New Tag?' box and re-submit to add the Tag along with the vehicle record (Primary Contact information will be used for the the tag POC).

The "Vehicle information" section contains the following fields:

- Agency: 12 - Department of Agriculture *
- VIN: 34567123 *
- Federal Tag: A353637 *
- Make: DUE LIFT *
- Model Year: 1999 *
- Fuel Type: -Select- *
- Override VIN check: No *
- Commercially-leased: No *
- Bureau: 05 - Agricultural Research Service *
- Equip: Number: *
- Additional Tag: *
- Model: DL2416 *
- Color: Gray *
- Vehicle Status: -Select- *
- Fast Reported: No *

A red arrow points to the "New Tag?" checkbox, which is currently unchecked. The "Customer contact information" section is partially visible at the bottom.

If you did not select the New Tag - this is the error message that you will receive

Older tags are not in the system. If you receive the message- "Tag Does Not Exist" check "New Tag" (this refers to a new tag to the system, not a new style tag).

Error – Tag Already Exists

The screenshot shows the FMVRS (Federal Motor Vehicle Registration System) web application. The page title is "VRSVEHICLE-Vehicle Maintenance - Windows Internet Explorer". The URL is "https://fmvrs.fas.gsa.gov/fmvrs/vrsvehicle/". The page header includes the FMVRS logo and navigation links: "Main Menu", "About FMVRS", "Contact Us", "Privacy and Security", and "Logout". The page content is divided into sections: "Federal Motor Vehicle Registration System (FMVRS)", "Vehicle information", and "Customer contact information". The "Vehicle information" section contains fields for Agency, VIN, Federal Tag, Make, Model Year, Fuel Type, Bureau, Equip. Number, Additional Tag, Model, Color, Vehicle Status, and Fast Reported. The "New Tag?" checkbox is checked. A red arrow points to the "New Tag?" checkbox. The error message "Tag exists. Cannot be created." is displayed in red text.

If you get this message – uncheck the “New Tag” block. Then you will receive this message:

The screenshot shows a message box titled "Message from webpage". The message text is: "Only existing license plates with no expiration date can be manually entered into the FMVRS via this process. Plates recently ordered with expiration dates will appear in the FMVRS after they are produced and shipped by UNICOR. Manually adding these plates will result in duplicates once the UNICOR-submitted plate records are received in the FMVRS. Continue?". The message box has an "OK" button and a "Cancel" button.

Select OK. You will Now that our existing fleet is in FMVRS – you should not have to do this for vehicles.

Error - VIN Override Check

VRSVEHICLE-Vehicle Maintenance - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrsvehicle/

File Edit View Favorites Tools Help

VRSVEHICLE-Vehicle Maintena...

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Main Menu About FMVRS Contact Us Privacy and Security Logout

Federal Motor Vehicle Registration System (FMVRS) 1205BRU Vehicle Detail

Tag: Search Tag VIN: Search VIN Add

VIN not 17 characters. If the VIN is indeed less than 17 characters,
please set the Override VIN check below to 'Yes'

Vehicle information

Agency: 12 - Department of Agriculture *	Bureau: 05 - Agricultural Research Service *
VIN: 34567123 *	Equip: Number: <input type="text"/>
Federal Tag: A353637 New Tag?: <input checked="" type="checkbox"/>	Additional Tag: <input type="text"/>
Make: DUE LIFT *	Model: DL2416 *
Model Year: 1999 *	Color: Gray *
Fuel Type: -Select- *	Vehicle Status: -Select- Click for list of all statuses
Override VIN check: No	Fast Reported: No
Commercially-leased: No	

Customer contact information

Transfer POC information from previous record

Internet | Protected Mode: Off 150%

For an unconventional VIN, change the VIN Override Check to YES

VRSVEHICLE-Vehicle Maintenance - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrsvehicle/

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Federal Motor Vehicle Registration System (FMVRS) 1205BRU Vehicle Detail

Tag: Search Tag VIN: Search VIN Modify

Vehicle record added.

License plate record added.

Vehicle information

Agency: 12 - Department of Agriculture *
VIN: 031919 *
Federal Tag: A353637 New Tag?: ☒
Make: DUE LIFT *
Model Year: 2001 *
Fuel Type: -Select- *
Override VIN check: Yes *
Commercially-leased: No *

Bureau: 05 - Agricultural Research Service *
Equip. Number: *
Additional Tag: *
Model: DL2416 *
Color: Gray *
Vehicle Status: AC-Active * [Click for list of all statuses](#)
Fast Reported: No *

Customer contact information

☐ Transfer POC information from previous record

Done Internet | Protected Mode: Off 150%

Record Successfully Added

When adding multiple records remember to use the **“Transfer POC info from Previous Record”** – then you will only have to update the primary contact info, the secondary information will be the same.

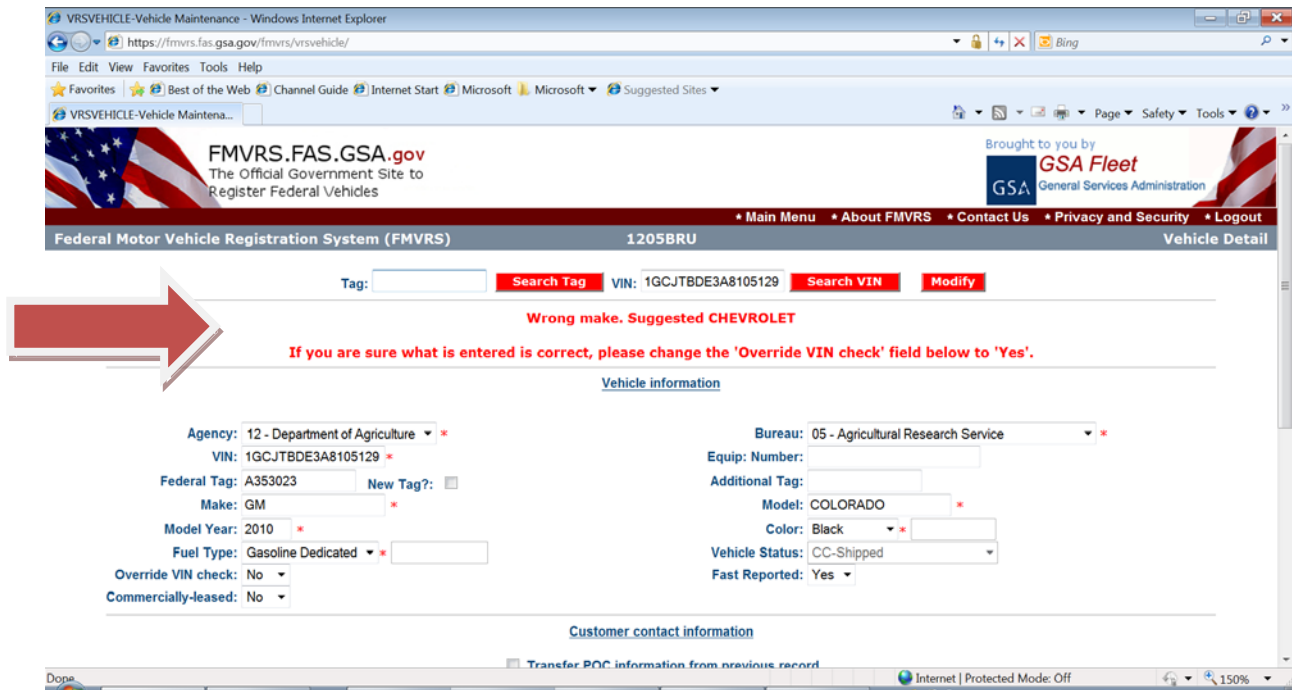
Manually Updating an Older Vehicle



Use Vehicle Detail to manually update older vehicles that did not added to the system during the initial upload.

Follow the screenprints for updating a trailer. However, do not change FAST Reported.

VIN Error



The screenshot shows the FMVRS (Federal Motor Vehicle Registration System) website in Internet Explorer. The URL is <https://fmvrs.fas.gsa.gov/fmvrs/vrsvehicle/>. The page title is "VRSVEHICLE-Vehicle Maintenance - Windows Internet Explorer". The header includes the FMVRS logo and the text "The Official Government Site to Register Federal Vehicles". The navigation bar includes links for "Main Menu", "About FMVRS", "Contact Us", "Privacy and Security", and "Logout". The page is titled "Federal Motor Vehicle Registration System (FMVRS) 1205BRU Vehicle Detail".

The main content area shows a search bar with "Tag:" and "VIN: 1GCJTBDE3A8105129". Below the search bar, a red error message states: "Wrong make. Suggested CHEVROLET". Below this, a red arrow points to the text: "If you are sure what is entered is correct, please change the 'Override VIN check' field below to 'Yes'".

The "Vehicle information" section contains the following fields:

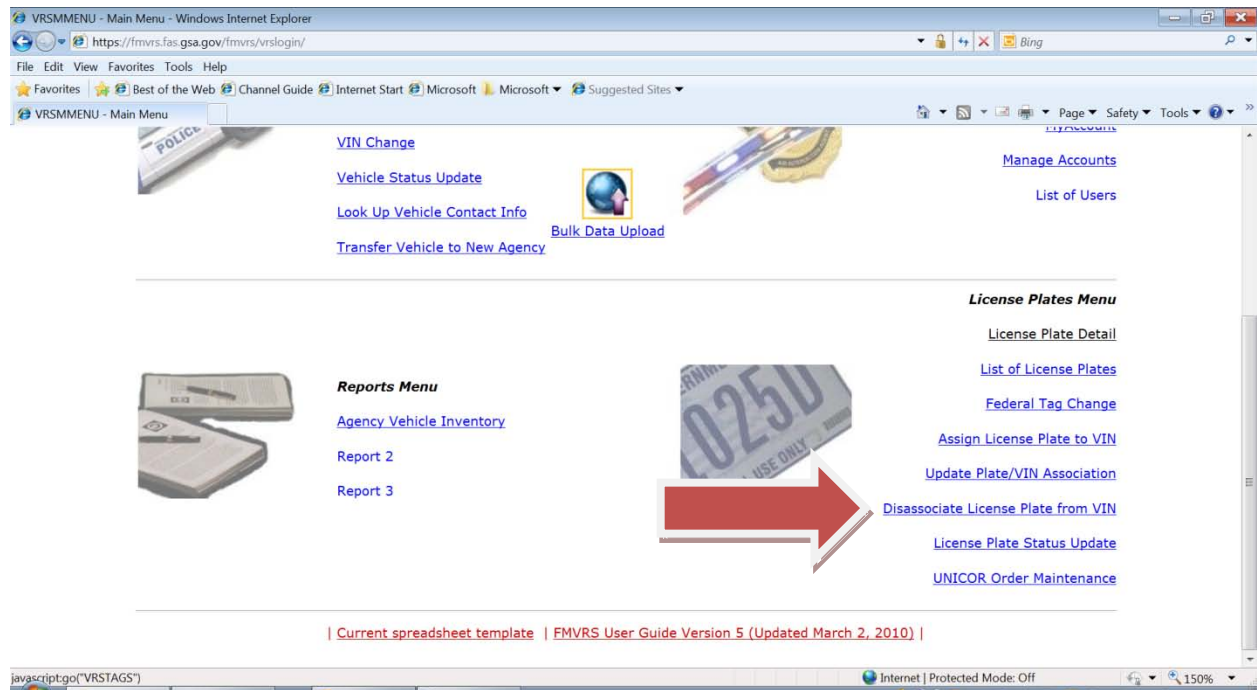
- Agency: 12 - Department of Agriculture *
- Bureau: 05 - Agricultural Research Service *
- VIN: 1GCJTBDE3A8105129 *
- Equip: Number: *
- Federal Tag: A353023
- Additional Tag: *
- Make: GM *
- Model: COLORADO *
- Model Year: 2010 *
- Color: Black *
- Fuel Type: Gasoline Dedicated *
- Vehicle Status: CC-Shipped *
- Override VIN check: No *
- Fast Reported: Yes *
- Commercially-leased: No *

The "Customer contact information" section is partially visible at the bottom.

When manually adding a VIN, the system may give you errors based on the VIN. The format of a VIN is specific to the vehicle make and model.

For unconventional vehicles and trailers, change **“Override VIN Check to YES**

Changing Plate Number – Lost/Stolen Plate



The procedure to change a plate due to lost/stolen is a 3-step process:

1. Disassociate License Plate from VIN (remove plate from vehicle)
2. License plate Status (change the plate status to missing)
3. Assign License Plate to VIN (assign new plate to vehicle)

Disassociate License Plate from VIN

VRSFREETAG-Disassociate License Plate from VIN - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrsfreetag/

File Edit View Favorites Tools Help

VRSFREETAG-Disassociate License Plate from VIN

Main Menu About FMVRS Contact Us Privacy and Security Logout

Federal Motor Vehicle Registration System (FMVRS) 1205BRU Disassociate License Plate from VIN

The process below will disassociate a VIN and Tag that are currently associated or attached within the FMVRS.

Pres 'Disassociate' to process the disassociation or 'Cancel' to return to the Main Menu without processing.

VIN: 2D8HN44E49R586921 Search VIN Tag: A345078 Search Tag

Disassociate Cancel

Vehicle Information		License Plate Information	
Agency: 12	Bureau: 05	Agency: 12	Bureau: 00
VIN: 2D8HN44E49R586921	Equipment #:	Tag: A345078	Exp date: 02/2019
Federal Tag: A345078	Additional Tag:	Order #: 45081562	Shipping #:
Make: DODGE	Model: GRAND CARAVAN	Status: SH Shipped to Agency	Last update: 09/07/2010
Model Year: 2009	Color: 06		
Fuel Type: E85FF	Garage Zip: 00000-0000		
Override VIN check: No	Fast Reported: Yes		
Status: AC-Active			

[Go to Vehicle Detail](#) [Go to License Plate Detail](#)

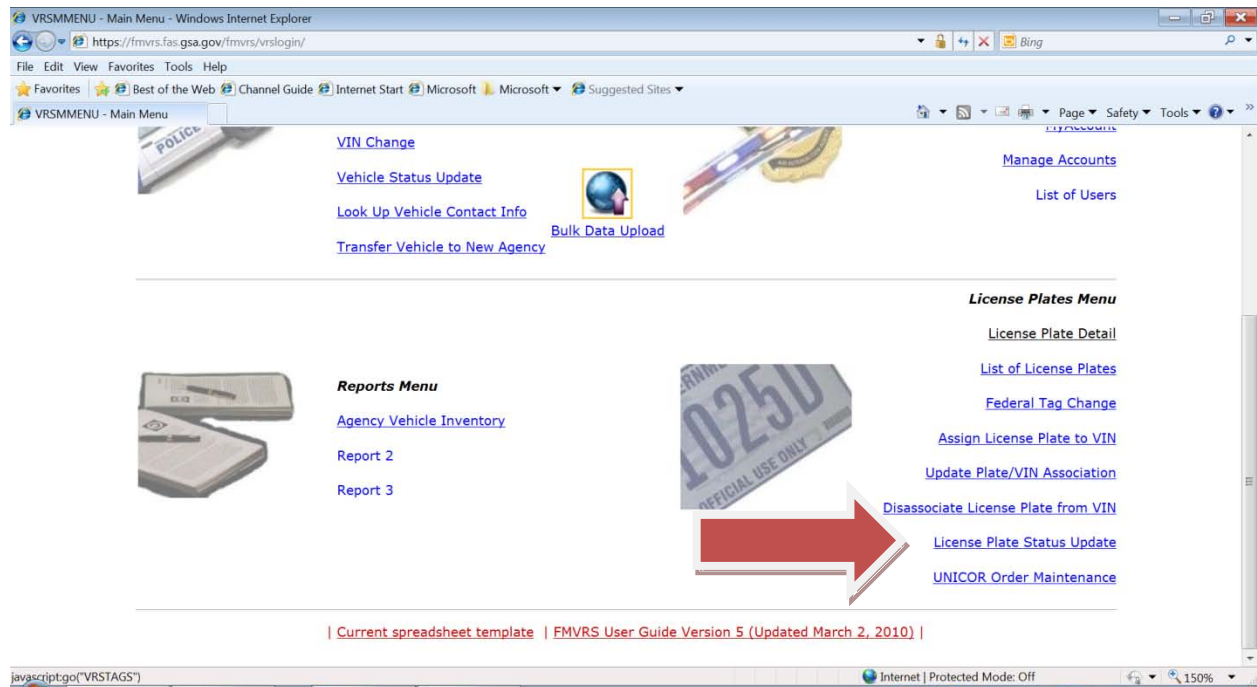
Internet | Protected Mode: Off 150%

Enter VIN or Tag and Search

Review to ensure appropriate record

Select "Disassociate"

Change Status Of License Plate



Select “License Plate Status Update”

VRSTGSTAT-Tag Status Update - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrstgstat/

File Edit View Favorites Tools Help

VRSTGSTAT-Tag Status Update

Page Safety Tools

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Federal Motor Vehicle Registration System (FMVRS) 1205BRU License Plate Status Update

Select new status and click 'Update Status' to modify

Tag A353035 Search Update Status

Agency	Bureau	Status	Expiration date	Select
12	05	AT	02/2018	

New Status: - Select -
 DA - Tag Destroyed by Agency
 MS - Tag missing or unaccounted for
 PD - Pending Destruction
 RC - Tag received by agency and stored

Click for list of all statuses

Date User ID

11/17/10 09:58 1205BRU - Tag was associated to VIN 1FTYR14D59PA68469

Enter additional comments below

https://fmvrs.fas.gsa.gov/fmvrs/vrstgstat/#

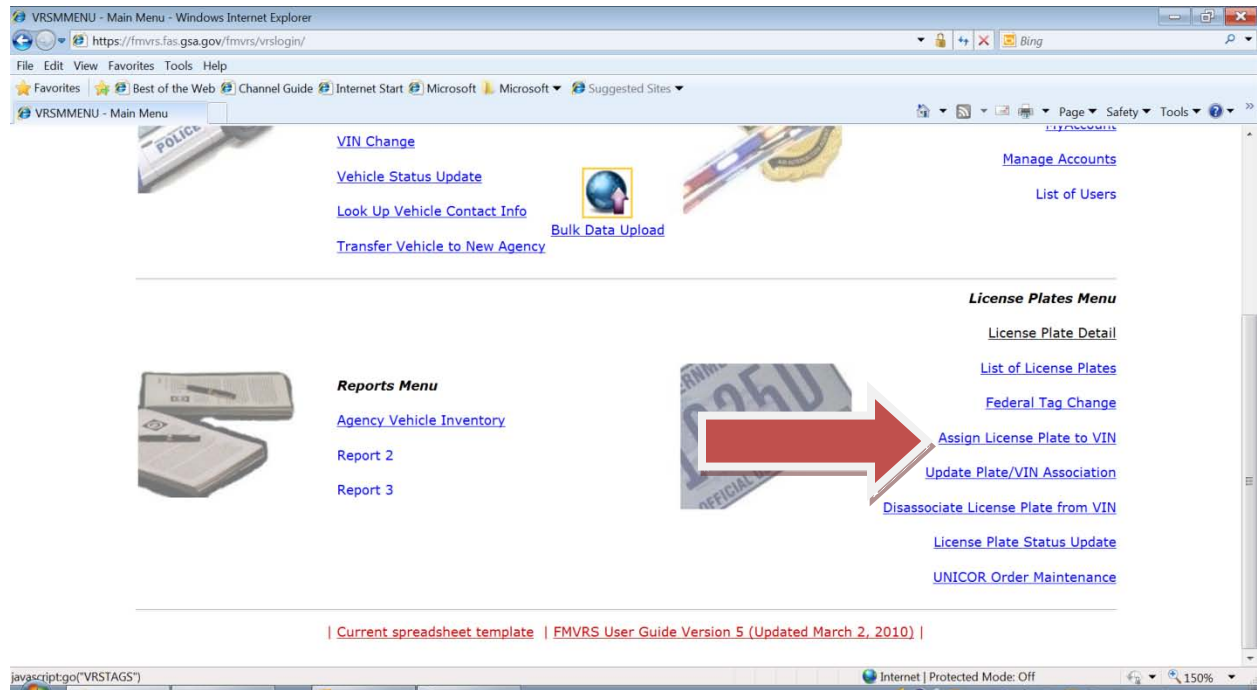
Internet Protected Mode: Off 150%

Enter **Tag** and **Seach**

Select **New Status** from drop down menu (**MS**-missing)

Update Status

Assign License Plate to VIN



Select Assign License Plate to VIN

VRSTAGASGN-Assign License Plate to VIN - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrstagsgn/

File Edit View Favorites Tools Help

VRSTAGASGN-Assign License ...

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Federal Motor Vehicle Registration System (FMVRS) 1205BRU **Assign License Plate to VIN**

VIN: 1FTYR14D59PA68469 **Search VIN** Tag: **Search Tag**

Enter VIN to be assigned and click 'Search' Enter Tag to be assigned and click 'Search Tag'.

Agency	Bureau	Status	Expiration date	Select
<div> <div> Vehicle Information </div> <div> License Plate Information </div> </div>				
Agency: 12	Bureau: 05	Agency:	Bureau:	
VIN: 1FTYR14D59PA68469	Equipment #:	Tag:	Exp date:	
Federal Tag:	Additional Tag:	Order #:	Shipping #:	
Make: FORD	Model: RANGER	Status:	Last update:	
Model Year: 2009	Color:			
Fuel Type:	Garage Zip: 00000-0000			
Override VIN check: No	Fast Reported:			
Status: AC-Active				
Go to Vehicle Detail	Go to License Plate Detail			

Done Internet | Protected Mode: Off 150%

Search by VIN (or Tag-if you have confirmed receipt of tag)

Select "Go to Vehicle Detail"

VRSVEHICLE-Vehicle Maintenance - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrstagasn/

File Edit View Favorites Tools Help

VRSVEHICLE-Vehicle Maintena...

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Federal Motor Vehicle Registration System (FMVRS) 1205BRU Vehicle Detail

Tag: Search Tag VIN: 1FTYR14D59PA68469 Search VIN Modify

Make changes and click 'Modify' to update.

Vehicle information

Agency: 12 - Department of Agriculture *
 VIN: 1FTYR14D59PA68469 *
 Federal Tag: New Tag?: ☐
 Make: FORD *
 Model Year: 2009 *
 Fuel Type: -Select- *
 Override VIN check: No
 Commercially-leased: No

Bureau: 05 - Agricultural Research Service *
 Equip. Number:
 Additional Tag:
 Model: RANGER *
 Color: -Select- *
 Vehicle Status: AC-Active [Click for list of all statuses](#)
 Fast Reported: Yes

Customer contact information

☐ Transfer POC information from previous record

Done Internet | Protected Mode: Off 150%

Enter New Plate/Tag number

Select **Modify**.

I Do Not Have An Example For This but you could have updated the Contact Information then selected “Assign VIN to Plate on the lower right corner. This takes you back to the Assign Plate to VIN screen.

Then Enter the Tag, Select

Then it pulls the two screens together and you could have selected the “Assign VIN and Tag”.

Refer to the User Guide for screen prints

Change Vehicle Status - Stolen or Sold Vehicle



Select Vehicle Status Update

Missing/Stolen Vehicle

VRSVHSTAT-Vehicle Status Update - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrsmmenu/

File Edit View Favorites Tools Help

VRSVHSTAT-Vehicle Status Up...

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Federal Motor Vehicle Registration System (FMVRS) 1205BRU Vehicle Status Update

Enter VIN and click 'Search'.

VIN 1FTYR14D59PA68469 Search Update Status

Agency	Bureau	FED Tag	Make	Model	Status

New Status: Select one -
AC-Active
IV-Invalid Vehicle
MS-Missing
SD-Sold

Click for list of all statuses

Date	Time	Priority	Status	User ID

Comments

Enter additional comments below

https://fmvrs.fas.gsa.gov/index.htm

Internet | Protected Mode: Off

150%

Enter VIN and Search

Under New Status, Use Drop Down to select **“Missing”**

Select **“Update Status”**

The screenshot shows the FMVRS.FAS.GSA.gov website. The header includes the GSA logo and navigation links: Main Menu, About FMVRS, Contact Us, Privacy and Security, and Logout. The main content area features a form for vehicle registration. A red arrow points to the VIN field, and another red arrow points to the Status dropdown menu. The Status dropdown is open, showing options like 'Select one', 'AC-Active', 'IV-Invalid Vehicle', 'MS-Missing', and 'SUSPENDED'. A link 'Click for list of all statuses' is also visible.

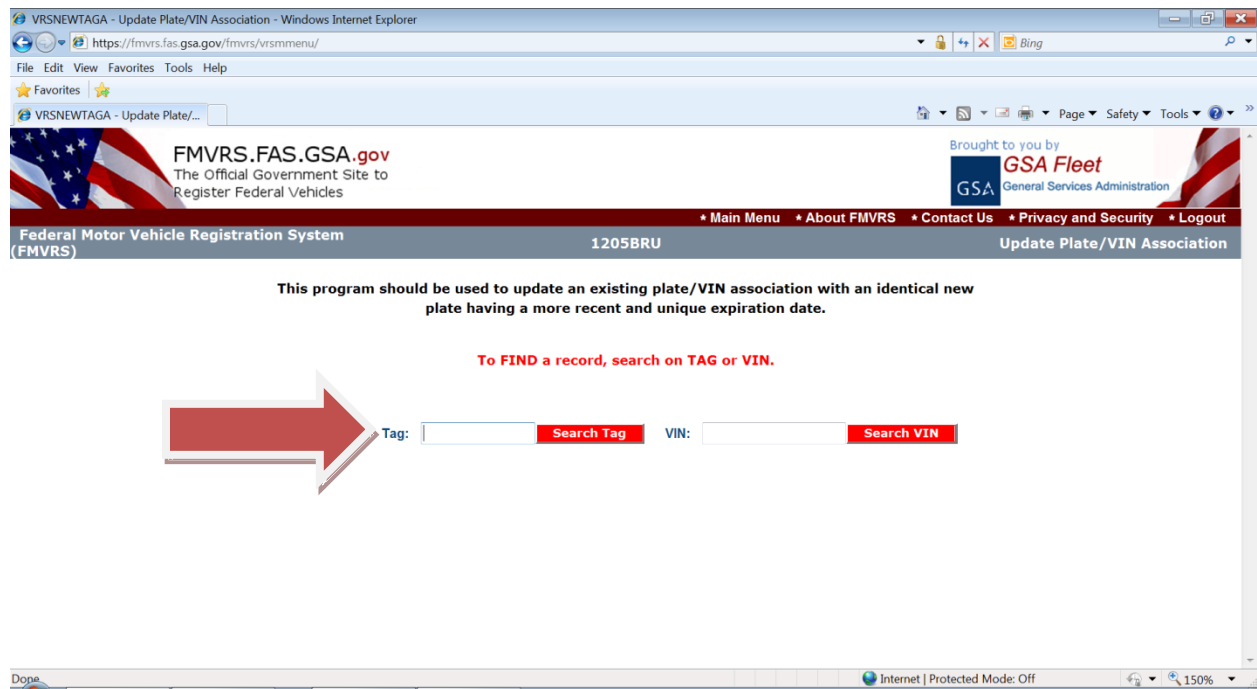
Under Status – use drop down to select **“Sold”**

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Update Plate/VIN Association (Assigning Plate w/ Exp Date)



Use this option to assign new style tag to existing vehicle and place the old style tag in a pending destruction status



Enter tag (or VIN) and select Search

VRSNEWTAGB - Update Plate/VIN Association - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrsnewtag/

File Edit View Favorites Tools Help

VRSNEWTAGB - Update Plate/...

Select the version of the tag that you would like to associate to the VIN and press 'Update'. After the submission process, the Tag selected will change to 'Attached'(AT) status and the previous Tag in the association will change to 'Pending Destruction' (PD) status.

Tag Information				
Agency	Bureau	Status	Expiration date	Check
12	05	AT	00/0000	<input type="radio"/>
12	00	SH	02/2019	<input checked="" type="radio"/>

Update

Click 'Update' to change assignment.

Vehicle Information		License Plate Information	
Agency: 12	Bureau: 05	Agency: 12	Bureau: 00
VIN: 2D8HN44E49R586921	Equipment #:	Tag: A345078	Exp date: 02/2019
Federal Tag: A345078	Additional Tag:	Order #: 45081562	Shipping #:
Make: DODGE	Model: GRAND CARAVAN	Status: SH Shipped to Agency	Last update: 09/07/2010
Model Year: 2009	Color: 06		
Fuel Type: E85FF	Garage Zip: 00000-0000		
Status: AC-Active			

Done Internet | Protected Mode: Off 150%

Select the version of the tag that you want associated with the vehicle VIN

Select "Update"

VRSNEWTAGB - Update Plate/VIN Association - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrsnewtag/

File Edit View Favorites Tools Help

VRSNEWTAGB - Update Plate/VIN Association

Select the version of the tag that you would like to associate to the VIN and press 'Update'. After the submission process, the Tag selected will change to 'Attached'(AT) status and the previous Tag in the association will change to 'Pending Destruction' (PD) status.

Tag Information				
Agency	Bureau	Status	Expiration date	Check
12	05	PD	00/0000	<input type="radio"/>
12	00	AT	02/2019	<input checked="" type="radio"/>

Update

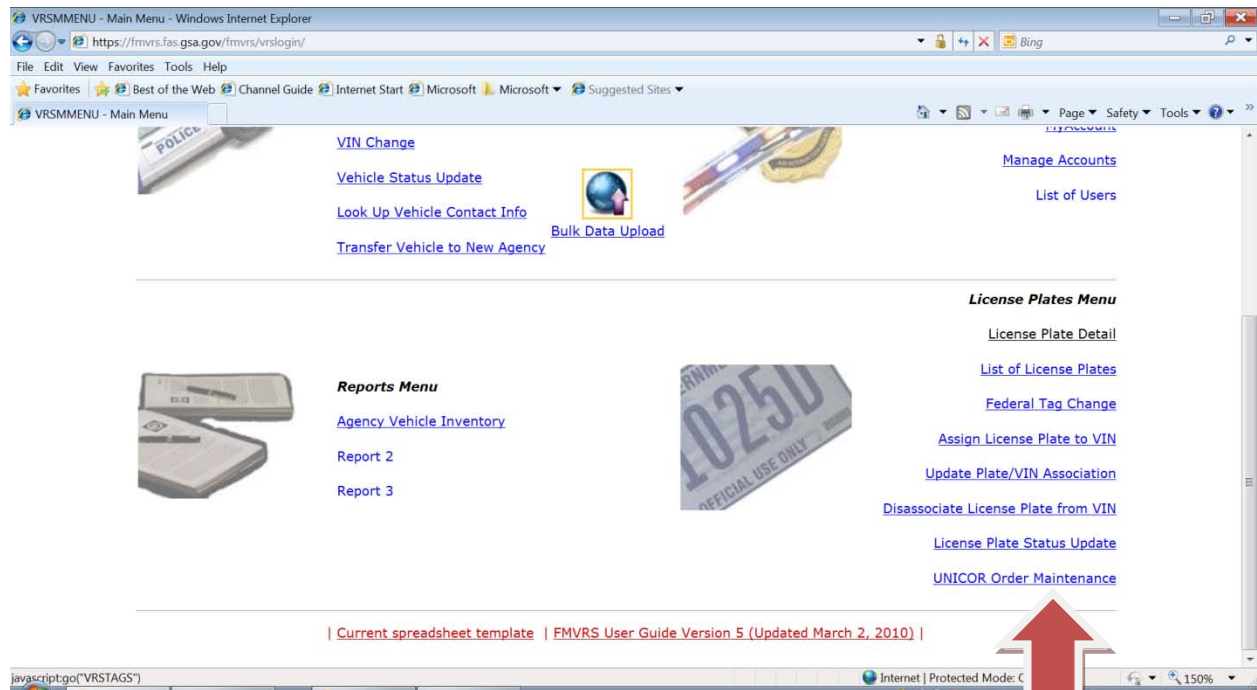
Tag assignment is updated.

Vehicle Information		License Plate Information	
Agency: 12	Bureau: 05	Agency: 12	Bureau: 00
VIN: 2D8HN44E49R586921	Equipment #:	Tag: A345078	Exp date: 02/2019
Federal Tag: A345078	Additional Tag:	Order #: 46081562	Shipping #:
Make: DODGE	Model: GRAND CARAVAN	Status: AT Tag attached to a vehicle	Last update: 11/22/2010
Model Year: 2009	Color: 06		
Fuel Type: E85FF	Garage Zip: 00000-0000		
Status: AC-Active			

Done Internet | Protected Mode: Off 150%

Record successfully changed

Confirm Receipt of Tags



Select UNICOR Order Maintenance

VRSunIORDA-UNICOR Order Maintenance - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrsmmenu/

File Edit View Favorites Tools Help

VRSUNIORDA-UNICOR Order ...

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Federal Motor Vehicle Registration System (FMVRS) 1205BRU UNICOR Order Maintenance

Order # 45081562 Search Show Details

Select an order and click 'Show Details'.

Order #	Job #	Serial #	Web ID	Tag Start	Tag End	Tag Qty	Status	Select
10381789	10381789	0001	1038	A348780	A350279	1500	SH	<input type="radio"/>
10386669		0001	5335	A350280	A351779	1500	SH	<input type="radio"/>
10396355	10396355	0001		A353214	A353613	400	SH	<input type="radio"/>
45071856	45071856	0001		A351780	A351780	1	SH	<input type="radio"/>
45071858	45071858	0001		A351781	A351781	1	SH	<input type="radio"/>
45071860	45071860	0001		A351782	A351787	6	SH	<input type="radio"/>
45071861	45071861	0001		A351788	A351789	2	SH	<input type="radio"/>
45071862	2010051011234368	0001		A351790	A351790	1	SH	<input type="radio"/>
45071862	2010051011332952	0001		A351790	A351790	2	SH	<input type="radio"/>
45071862	45071862	0001		A351790	A351794	5	SH	<input type="radio"/>
45071863	45071863	0001		A351795	A351803	9	SH	<input type="radio"/>
45071865	45071865	0001		A351804	A351823	20	SH	<input type="radio"/>
45071971	45071971	0001		A351824	A351885	62	SH	<input type="radio"/>
45071973	2010051011234368	0001		A351886	A355250	101	SH	<input type="radio"/>

Done Internet | Protected Mode: Off 150%

Enter “Order Number” and Select “Search”

VRSUNIORDA-UNICOR Order Maintenance - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrsuniord/

File Edit View Favorites Tools Help

VRSUNIORDA-UNICOR Order ...

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Federal Motor Vehicle Registration System (FMVRS) 1205BRU UNICOR Order Maintenance

Order # Search Show Details

No more UNICOR Order records
Select an order and click 'Show Details'.

Order #	Job #	Serial #	Web ID	Tag Start	Tag End	Tag Qty	Status	Select
45081562	2010090712172198	0001		A296634	A347809	23	SH	

Internet | Protected Mode: Off 150%

Select **“Show Details”**

VRSUNIORDB-UNICOR Order Maintenance - Windows Internet Explorer
 https://fmvrs.fas.gsa.gov/fmvrs/vrsuniordb/

File Edit View Favorites Tools Help

VRSUNIORDB-UNICOR Order ...

Page Safety Tools

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Federal Motor Vehicle Registration System (FMVRS) **1205BRU** **UNICOR Order Maintenance**

Enter a new status or Agency/Bureau to update all tags on the order.

Order # 45081562 **Search** New Status - Select - **Update Status**

Agency: 12 - Department of Agriculture Bureau: 00 - Department of **Update Agency/Bureau**

UNICOR Order Information

Agency: 12	Bureau: 00
Web ID:	Order #: 45081562
Job #: 2010090712172198	Serial #: 0001
Range Start: A296634	Range end: A347809
Start format: NNNYYYY	End format: NNNYYYY
Variable characters: 07	Shipping #:
Order quantity: 23	Order status: SH
Contact: Brumback Cheryl	City: Washington
Address 1: Department of Agriculture	State: DC
Address 2: Agricultural Research SVC	Zip code: 20024-0000
Address 3: 1280 Maryland Ave Ste 580C	Phone: 202-720-2359
Address 4: 1280 Maryland Ave Ste 580C	Email: cheryl.brumback@fas.usda.gov

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Update Status to **“Received”**

VRUNIORD8-UNICOR Order Maintenance - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrsuniord/

File Edit View Favorites Tools Help

VRSUNIORD8-UNICOR Order ...

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Federal Motor Vehicle Registration System (FMVRS)

00 - Department of Agriculture
01 - Farm Service Agency
02 - National Agricultural Statistics Service
03 - Agricultural Marketing Service
05 - Agricultural Research Service
06 - Office of Small and Disadvantaged Business Enterprise
07 - Rural Development Administration
09 - Office of the Chief Information Officer
10 - Cooperative State Research, Education, and Experiment Station
11 - Office of Administrative Systems (Exp. C)
14 - Office of the Chief Information Officer
15 - Rural Housing Service
17 - Risk Management Agency
21 - Foreign Agricultural Service
22 - Office of Chief Information Officer - National
23 - Forest Service
25 - Office of the General Counsel
26 - Federal Grain Inspection, Packers, and Stock Raisers Administration
27 - Office of Communications
30 - Food and Consumer Services
31 - Rural Utilities Services
32 - Office of the Chief Information Officer
33 - Office of the Secretary
34 - Animal and Plant Health Inspection Service
35 - Natural Resources Conservation Service
36 - Grain Inspection, Packers and Stock Raisers Administration
37 - Food Safety and Inspection Service
38 - Office of the Chief Information Officer
39 - Office of Administrative Services
40 - Civil Rights Enforcement and Adjudication

Enter a new status

Order # 45081562 Search

Agency: 12 - Department of Agriculture Bureau:

Agency: 12 Web ID: Job #: 2010090712172198 Range Start: A296634 Start format: NNNYYYY Variable characters: 07 Order quantity: 23 Contact: Brumback Cheryl Address 1: Department of Agriculture Address 2: Agricultural Research SVC Address 3: 1280 Maryland Ave Ste 580C

End format: NNNYYYY Shipping #: Order status: SH City: Washington State: DC Zip code: 20024-0000 Phone: 202-720-2359 Email: cheryl.brumback@ars.usda.gov

the order.

Update Status

Update Agency/Bureau

Review & Update Agency/Bureau
Select **05-ARS** (Do not select 03)

You have to enter a "Comment" (enter date received or OK) – then Save

(it takes a long time for UNICOR to update FMVRS with new plate orders – approx 8 weeks)

Mass Update Vehicle Point of Contact



To change Primary POC, Secondary POC,

Can search by Name, Telephone Number, and Email

VRSVHPOCUPDT - Mass POC Update - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrsmmenu/

File Edit View Favorites Tools Help

VRSVHPOCUPDT - Mass POC ...

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Federal Motor Vehicle Registration System (FMVRS) 1205BRU POC Update

Please select Search Key, POC, Bureau & click Find Records.

This program should be used to mass update the point of contact (POC) information on several vehicles at the same time.

To begin, select a Search Key and a desired POC, enter the Search Criteria you are looking for in this field, and then click Find Records. All records matching this search criteria will be found and returned in an on-screen document. You will then be able to review the document, confirm these are the records you want to change, enter change data, and process the modification.

Important: Updating POC information is restricted to one bureau at a time. To update POC information please select a bureau from the available list.

Note: When using phone number as the search criteria, enter the 10 digit phone number including area code. Do not include hyphen, space.

Search key: Contact Name * POC: Primary Contact *

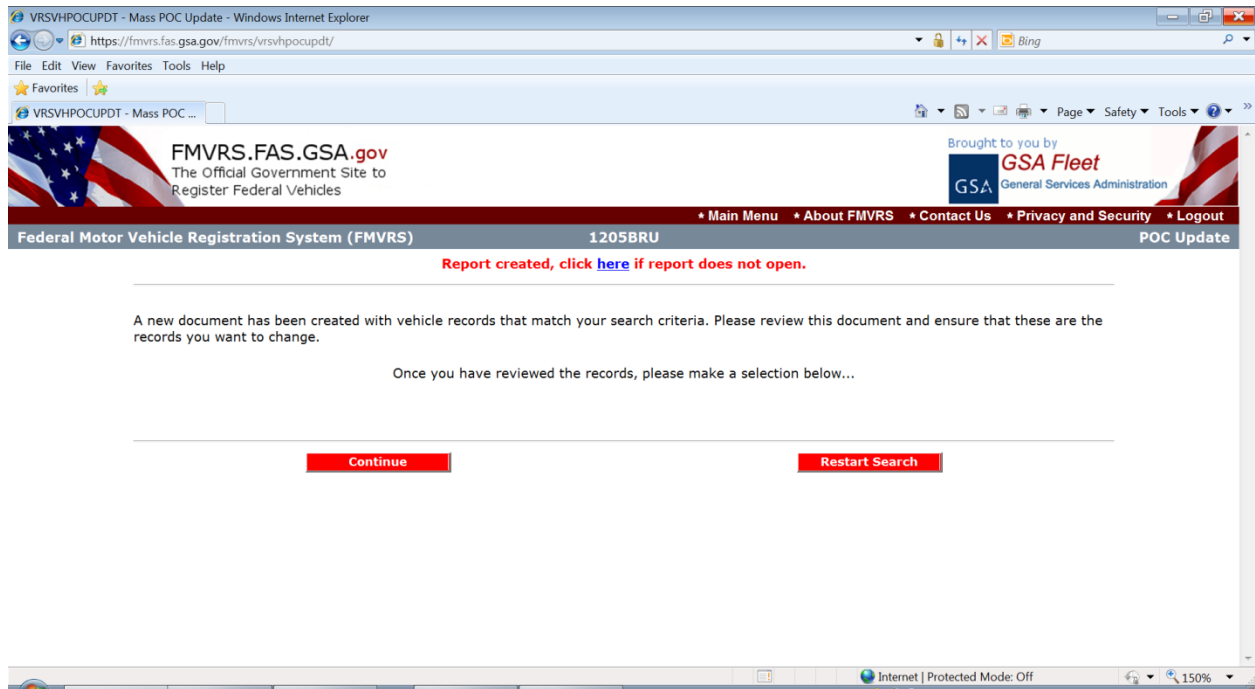
Search Criteria: yilma ramos *

Agency: 12 - Department of Agriculture * Bureau: 05 - Agricultural Research Service *

Select **Search Key**: Contact Name, Telephone Number, and Email

Select **POC**: Primary or Secondary

Enter **Search Criteria** based on search key



The system will display a report of all records that meet the search criteria for your review.

Continue

VRSVHPOCUPDT - Mass POC Update - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrsvhpcupdt/

File Edit View Favorites Tools Help

VRSVHPOCUPDT - Mass POC ...

Please enter the POC information that you would like to change/update in the previously-searched records. Use the cancel button to select new search criteria.

NOTE: Please provide data for all required fields.

International Address?: ☐

Name:

Garage Address1:

Garage Address2:

Garage Address3:

Garage Address4:

Garage City:

Garage State:

Garage Country:

Garage Zip:

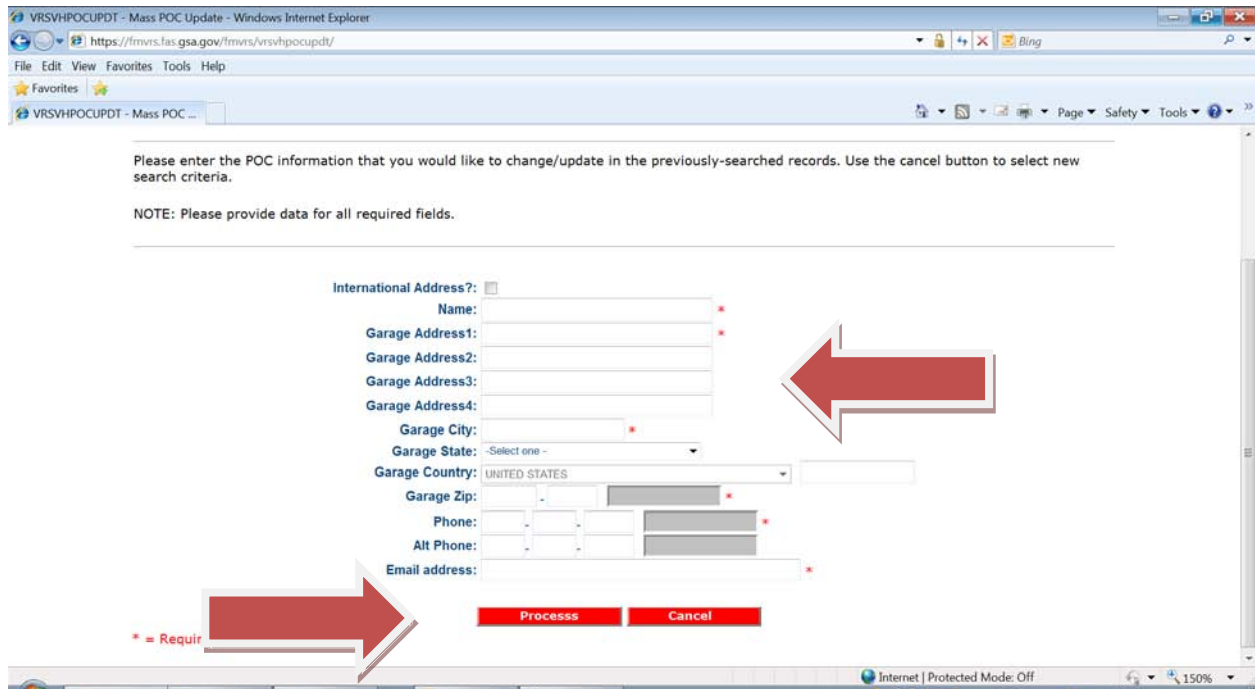
Phone:

Alt Phone:

Email address:

* = Required

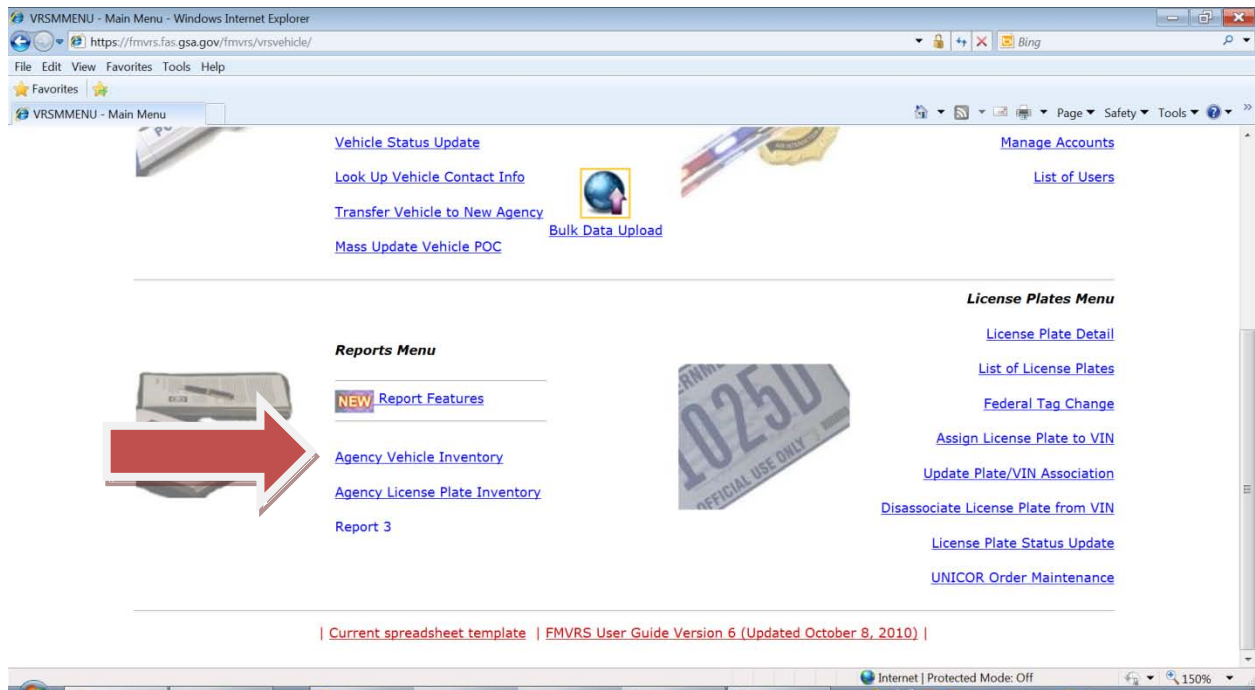
Process Cancel



Key in all new Information

Select **“Process”**

Reports



Reports are Agency Specific.

For Vehicle Inventory - Sort by Secondary Contact for Area information

VRSRPT100-Agency Vehicle Inventory - Windows Internet Explorer

https://fmvrs.fas.gsa.gov/fmvrs/vrsmmenu/

File Edit View Favorites Tools Help

VRSRPT100-Agency Vehicle Inv...

FMVRS.FAS.GSA.gov
The Official Government Site to
Register Federal Vehicles

Brought to you by
GSA Fleet
General Services Administration

Main Menu About FMVRS Contact Us Privacy and Security Logout

Federal Motor Vehicle Registration System (FMVRS) 1205BRU Agency Vehicle Inventory

Please select options and click 'Submit'.

Agency: 12 - Department of Agriculture *

Bureau: 05 - Agricultural Research Service *

e-mail address: CHERYL.BRUMBACK@ARS.USDA.GOV *

* = Required

Submit

Done Internet | Protected Mode: Off 150%

Reports are ARS wide, not area specific. Use excel features to remove other area info, sort on secondary contact.

System sends report to email address